



# Major Gifts Officer, Howard University School of Business

Washington, DC



HOWARD  
UNIVERSITY



## An Unprecedented Time for Howard University



Left to right: Vice President Kamala Harris; Chadwick Boseman; Isabel Wilkerson; Former Rep. Elijah Cummings; Taraji P. Henson

Howard University, bolstered by an active and energetic alumni base, is experiencing historic and unprecedented institutional and philanthropic growth. With a more visible profile in elite higher education, the University has embarked on a significant expansion of and investment in its Advancement efforts. If you are an enthusiastic professional looking for a chance to make a difference, now is the time to join this historic institution and become a part of something great.

Howard University has put into action an ambitious, yet attainable, fundraising strategy that seeks to enhance the Howard experience well beyond the bounds of Washington, DC.

Are you ready to join this historic movement and bring about tangible change to Howard and beyond? Continue reading to learn more about the University, these exciting opportunities, and how you can utilize your talent in elevating Howard's mission of Truth & Service.

# Veritas et Utilitas.

Excellence in Truth and Service is Reflected in all that we do.

Since 1867, Howard has awarded more than 130,000 degrees in the professions, arts, sciences, and humanities. Howard ranks among the highest producers of the nation's Black professionals in medicine, dentistry, pharmacy, engineering, nursing, architecture, religion, law, music, social work, and education.

The University has long held a commitment to dismantle systems and processes that marginalize and harm people in American society and throughout the world. The goal is the elimination of inequities related to race, color, social, economic, and political circumstances. As the only truly comprehensive predominantly Black University, Howard is one of the major engines of change in our society. Through its traditional and cutting-edge academic programs, the University seeks to improve the circumstances of all people in the search for peace and justice on Earth - Howard prepares men and women to advance social justice and the preservation of human liberty.

Regarded as one of the most prestigious institutions of higher learning, current enrollment is nearly 10,000 undergraduate, graduate, and professional students representing 45 states and territories, and 9 nations. The University continues to prepare Black scholars in every field and across the globe.



## Major Gifts Officer, Howard University School of Business



### Principal Accountabilities

The position is responsible for achieving annual fundraising targets and serves as a key strategy partner within the Individual Giving team in meeting annual fundraising goals. The role implements a comprehensive fundraising plan to significantly grow and scale major gifts, with annual and longer-term objectives, strategies, financial targets and key performance indicators. A key responsibility includes expanding visibility into the individual donor pipeline.

This position is required to manage a personal portfolio of prospects, complete a required number of meetings each month, keep accurate records of all interactions and fundraising activities, and emphasizes frequent, values-driven, and customized communications. The role conducts prospect research, collaborates with the Planned Giving team as necessary, and prepares proposals, solicitation letters, gift agreements, and other development materials for prospects and donors.

# The Candidate

## Core Competencies:

- ❖ Proven success planning and executing solicitation strategies and meeting financial targets;
- ❖ Familiarity with moves management;
- ❖ Willingness to seek and participate in opportunities to raise the profile of the School of Business;
- ❖ Willingness to conduct a minimum number of prospect qualification visits per month;
- ❖ Ability to navigate internal processes and structures to problem-solve and contribute to a culture of collaboration, accountability, and excellence;
- ❖ Ability to leverage technology to enhance fundraising and use data to inform decision-making;
- ❖ Ability to work collaboratively and independently with purpose and accuracy in a fast-paced environment; and
- ❖ Ability to exercise independent judgment and a high degree of discretion.

## Minimum Requirements:

- ❖ Bachelor's degree
- ❖ Three (3) years of related experience, with at least one in a fundraising environment
- ❖ Excellent computer skills (Microsoft Office Word, Access, PowerPoint and Excel) and database management skills; familiarity with Raiser's Edge preferred
- ❖ Valid driver's license and ability to travel
- ❖ Excellent written and verbal communication and interpersonal skills



# Major Gifts Officer, Howard University School of Business

Washington, DC



HOWARD  
UNIVERSITY

To learn more and apply, please visit:  
<https://driwaterstonehc.com/position/mgo-business-howard-university>

**Salary Range: \$80,000 - \$100,000 annually**

All first-round interviews for this position will take place via telephone/video conference with DRiWaterstone.

DRiWaterstone Human Capital is an executive search and development consulting firm that recruits senior leaders and works with them to build talented teams, create bold strategic plans, and design powerful fundraising programs.

Howard University is an Equal Opportunity Employer. All applicants are expected to uphold the University's core values which includes diversity and inclusion. All staff treat people with dignity and respect by being fair and consistent. We demonstrate an open-minded approach to understanding people regardless of their race, gender, age, national origin, religion, ethnicity, disability status or other characteristics. We show respect for the beliefs and traditions of others; encourage and promote practices that support cultural diversity; and discourage behaviors or practices that may be perceived as unfair, biased, or critical toward people with certain backgrounds.

**DRi Waterstone**  
HUMAN CAPITAL